



Higher Degree Research Discussion Checklist

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| Student Name: | SID: | School: |
| Student Status (please tick): Domestic <input type="checkbox"/> International <input type="checkbox"/> Degree (please circle): PhD MPhil MER | | |
| Supervisor name: | Date and time of plan meeting: | Present at the meeting: (please list all people present) |

The purpose of the checklist/discussion is to outline expectations from both the supervisor and student in order to ensure a successful candidature and assist both students and supervisors.

The content of this discussion/checklist is guided by the following principles:

- (a) that the discussion/checklist is not legally binding
- (b) that the discussion/checklist seek to clarify the expectations of the role of supervisor(s) and candidate
- (c) that the discussion/checklist clarify the research training objectives of the candidature
- (d) that the discussion/checklist be subject to review and, if necessary revision at any stage of its term

Section 1: Discussion Checklist

The Supervisor and Student should address the following and indicate with a when the issue has been discussed

- 1. The nature of the proposed research area and the suggested contribution to knowledge
- 1.1 The attributes (below) which a candidate is expected to achieve prior to the completion of their research degree
 - a strongly developed ability to initiate research and construct research questions
 - an ability to construct, monitor and document research work
 - the capacity to critically evaluate and utilise scholarly literature
 - the ability to situate their research within the international field of study within which they are situated
 - a keenly developed ability to solve problems with an innovative approach
 - the ability to effectively communicate oral and written work in a number of different forums
 - a capacity to work in collaboration with other researchers to advance the knowledge in the field of study
 - a strongly developed understanding of intellectual property, integrity and ethical issues
 - an advanced understanding of information management relevant to the field of individual study
 - an understanding of the potential commercialisation of any research findings
- 1.2 Specific activities that can be undertaken to assist the student in meeting the attributes listed? (e.g. literature search, courses, group presentations, reading groups etc)
- 1.3 The particular research skills, research methods, data-gathering and analysis techniques which will need to be acquired by the candidate
- 1.4 The specific standards that the student is expected to meet for the degree
- 1.5 The specific expectations regarding the ethical conduct of research
- 1.6 Potential issues that may arise and interfere with progress in the project and research training objectives (these may include employment, personal or potential technical problems which may be encountered by the candidate) and methods for the early identification of such issues
- 1.7 Contingency plans or mitigations for the abovementioned risks
- 1.8 The requirements surrounding leave and absences

Section 2: Operational Matters

The Supervisor and the Student should discuss and complete the following questions:

Roles and responsibilities

2.1 What are the expectations regarding the role of the supervisor from the student's perspective?

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2.2 What are the expectations regarding the students' responsibilities from the supervisor's perspective?

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2.3 Is this an inter-disciplinary project? If so what are the special requirements of such a project?

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2.4 What are the expectations regarding the nature and frequency of supervision meetings (i.e. face to face, email etc)?

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2.5 What are the expectations regarding the proposed hours of work for the student?

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2.6 What are the expectations regarding Occupational Health and Safety?

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Publications

2.7 What is the expectation regarding authorship order of any publications?

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2.8 What are the expectations regarding the number and nature of publications during the candidature (i.e. conference or journal papers)

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2.9 What are the expectations regarding the standard of the candidate's communication skills (verbal and written)?
What steps can be taken to improve these skills?

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